



Starting Discount Meal Rate (DMR)

Introduction This guide provides the procedures for starting Discount Meal Rate (DMR) in Direct Access.

Procedures See below.

Step	Action
1	<p>Select the Meal Rate link from the Payroll Requests pagelet located on the Requests tab.</p> 
2	<p>Enter the Empl ID and click the Add button.</p> 

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Starting Discount Meal Rate (DMR), Continued

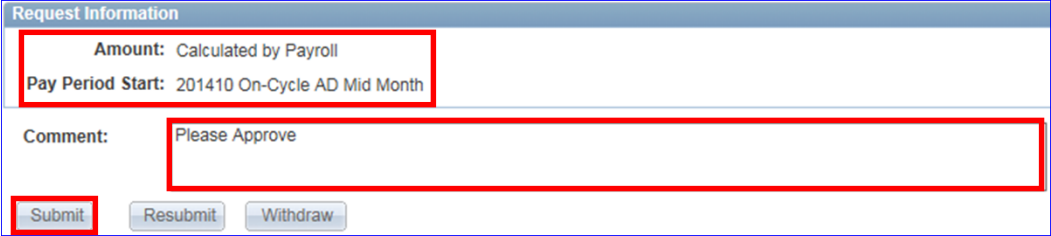
Procedures, continued

Step	Action																
3	<p>The Action Request - Submit Meal Rate page will display.</p> <div><p>Action Request</p><p><u>Submit Meal Rate Request</u></p><p><u>Yosemite Sam</u></p><p>This Action Request is used to:</p><ul style="list-style-type: none">• Start a Discount Meal Rate (DMR) deduction on an enlisted member assigned (permanently or TDY) to a unit with Essential Unit Messing (EUM) or Essential Station Messing (ESM).• Pay Commuted Rations to a Cadet on leave, hospitalized, in a travel status, or whose galley is closed.• Refund Discount Meal Rate to an enlisted member assigned to an EUM/ESM unit whose assigned duties or dining facility exigencies prevent Government meals from being provided. For members TDY from an EUM/ESM to a unit without a galley, a separate Action Request should be submitted for each TDY period.• Pay Fractional COLA to a member without dependents who is receiving Partial COLA and whose duties prevent Government meals from being provided.<ol style="list-style-type: none">1. Choose a Meal Type.2. Enter a Begin Date.<ul style="list-style-type: none">• Cadet Comuted Rations: Date entitlement begins.• Discount Meal Rate: Date deduction begins. (Remember, DMR is not deducted during TDY travel days.)• Discount Meal Rate Refund: First day government meals are missed.• Fractional COLA Meal Rate: First day government meals are missed.3. Enter an End Date.<ul style="list-style-type: none">• Cadet Comuted Rations: Date entitlement ends.• Discount Meal Rate: Leave blank except in cases of TDY, where the End Date is the last day of DMR checkage. (Remember, DMR is not deducted during TDY travel days.)• Discount Meal Rate Refund: Last day government meals are missed.• Fractional COLA Meal Rate: Last day government meals are missed.4. For Discount Meal Rate Refund & Fractional COLA Meal Rate, enter the # of breakfast, lunch, and dinner meals the member is to be refunded. For members TDY from an EUM/ESM to a unit without a galley, the member should be refunded the same number of breakfast, lunch, and dinner meals.5. Click Details.6. Enter Comment(s) and submit for approval.</div> <p>The Printed instructions on this page outline eligibility criteria and specific guidance for completing the transaction.</p>																
4	<p>Enter the following information:</p> <ul style="list-style-type: none">• Meal Type: Click the Meal Type drop-down and select Discount Meal Rate.• Begin Date: Enter the effective date the DMR is to begin.• End Date: Enter an End Date (if known), or leave blank if DMR eligibility will continue for an extended period of time. <div><p>Request Details</p><table><tr><td>Meal Type:</td><td>Discount Meal Rate ▼</td><td># Lunch Meals:</td><td><input type="text"/></td></tr><tr><td>Begin Date:</td><td>10/01/2014 31</td><td># Dinner Meals:</td><td><input type="text"/></td></tr><tr><td>End Date:</td><td>31</td><td></td><td></td></tr><tr><td># Breakfast Meals:</td><td><input type="text"/></td><td></td><td></td></tr></table><p>Get Details</p></div> <p>Click the Get Details button.</p>	Meal Type:	Discount Meal Rate ▼	# Lunch Meals:	<input type="text"/>	Begin Date:	10/01/2014 31	# Dinner Meals:	<input type="text"/>	End Date:	31			# Breakfast Meals:	<input type="text"/>		
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# Breakfast Meals:	<input type="text"/>																

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Starting Discount Meal Rate (DMR), Continued

Procedures,
continued

Step	Action
5	<p>The Request Information section will be updated:</p> <ul style="list-style-type: none">• Amount: Identifies the actual amount will be calculated by payroll.• Pay Period Start: Identifies the first payment will be calculated for the October 2014 Mid Month pay period.  <p>Enter any comments for the SPO Auditor and click the Submit button.</p>
6	<p>The Request Status has been updated to Pending and has been forwarded to the SPO Auditors for approval.</p> 